



**Central Sacramento Valley
Resource Conservation & Development Area Council**

P.O. Box 606/327 Fourth Street, Orland, CA 95963
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Employee Description

Office/Administrative Assistant for the Central Sacramento Valley Resource Conservation and Development Council, a nonprofit, public benefit organization. Salary range is \$10.00 to \$13.00/hour, 32 hours/week. Position is located in Orland, California. Position requires competent computer skills using Microsoft Office, use of the internet and strong word processing skills. Ability to use Microsoft Publisher, Adobe Acrobat and QuickBooks is desirable. Employee must be able to work with limited supervision. An employee description may be requested by calling (530) 865-5058, e-mailing council@csvrkd.com or visiting the Council's website at www.csvrkd.com. Send application and resume to P.O. Box 606, Orland, CA 95963.

**Office/Administrative Assistant
Employee Description
for the Central Sacramento Valley
Resource Conservation & Development Area Council**

- **Background**

The incumbent is a Council employee and will serve in the capacity of Office/Administrative Assistant. As the Office/Administrative Assistant, the incumbent will assist the Council and the Program Coordinator in carrying out the mission of the Central Sacramento Valley RC&D Council. The position will be both routine and non-routine and the incumbent will be required to work with complex and diverse projects.

Supervision of the Office/Administrative Assistant will be provided by the President of the Council, unless otherwise determined by the Council. Employee performance reviews will be conducted according to the Employee Policy Handbook of the Central Sacramento Valley RC&D Area Council.

- **Duties and Responsibilities**

The Office/Administrative Assistant will serve the area designated as the Central Sacramento Valley RC&D, with duties and responsibilities described as follows:

1. Assist the Council and the Program Coordinator with developing, updating, and implementing the Central Sacramento Valley RC&D Area Plan and Annual Work Plan.

Develop good working relationships with Council members and Central Sacramento Valley RC&D customers.

Assist with office operation by maintaining required records and data bases; and preparing special reports.

Assist with development of news articles and newsletters, and promoting activities of Central Sacramento Valley RC&D.

Assist the Program Coordinator to:

- a. Keep Council members informed of local training opportunities, and of meetings pertinent to the furtherance of the RC&D program.
- b. Keep abreast of current developments in RC&D policy, federal and state legislation, and funding sources.
- c. Work within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.
- d. Manage the RC&D Council's general business operations. This includes assisting in the completion of reports as required by federal, state and local entities.
- e. Perform duties in a manner supportive of the civil rights policies, without regard to race, color, religion, sex, marital status, age handicap, national origin, or political affiliation.
- f. Maintain a valid state driver's license. To perform some of the above duties, the incumbent must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark.

Support the Council by:

- a. Maintaining accurate records of the general operating funds.
- b. Maintaining accurate records for grant fund expenditures.
- c. Assisting in the development and distribution of Council related work, including meeting preparation and documentation.

Other duties may be assigned commensurate with the employee's capabilities and Council needs.

- **Levels of Competence and Minimum Requirements**

- Ability to utilize independent judgment and discretionary powers in carrying out RC&D Council activities.

- Competence is needed in the operation of computers and software applications including database management, word processing, spreadsheet applications, electronic communications, and automated accounting applications; ensuring that all daily and weekly computer backups are made and stored as required.
- Experience with computer-based record keeping and fund management is highly desirable. Knowledge of QuickBooks is desirable.
- The Office/Administrative Assistant must possess good written and oral communication skills, including effective public relations skills.
- Experience with grant writing and a good understanding of grants administration is desirable.
- At least two years of higher education and two to three years of related work experience with nonprofit organizations is preferable.